

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
HEALTH CARE ELIGIBILITY SUPERVISOR	32	B	12.381
HEALTH CARE ELIGIBILITY SPECIALIST II	30	E	12.383
HEALTH CARE ELIGIBILITY SPECIALIST I	27	E	12.385

SERIES CONCEPT

Positions allocated to these classes are responsible for approving all initial and continuing requests for health care services through the Children's Special Health Care Services program, providing case coordination, authorizing medical services, identifying prior resources and estimating costs for authorized services.

Clear cut guidelines based on household composition and income and eligible medical conditions methodize eligibility decisions. Frequent contact with clients, their families, medical providers and other agency staff for the purposes of eliciting information, explaining policies and procedures and resolving routine problems requires tact and judgment on the part of the incumbents. All decisions made by the Health Care Eligibility Specialists are subject to supervisory review; however, errors may result in the delay of services to clients, delays in payments to medical providers and inconvenience and loss of time to other agency staff.

Determines new or continuing program eligibility by reviewing, updating and reopening applications; screening applications for completeness with respect to financial verification, medical conditions, insurance status and custody issues; and comparing the financial and medical guidelines of the program to clients' financial status and medical history. Initiates correspondence to notify clients of eligibility status; advises eligible clients of program procedures and conditions; assigns percentages of cost sharing to clients-families when appropriate; conducts research to gain understanding of medical conditions and available treatment resources; and maintains accurate and complete client charts according to program requirements and agency policies. Compares clients' medical conditions and financial status against standards of required prior resource programs to determine presumptive eligibility and instructs clients to apply for prior resources according to the program requirements.

Authorizes diagnostic services and appropriate medical treatment for eligible conditions by completing and sending authorization forms to medical providers; encumbers program funds for budget control purposes by estimating the cost of authorized services; and compares bills to authorized services and program guides prior to approving payments.

Attends weekly staff meetings to: review, evaluate and discuss specific case concerns; receive input from supervisory and medical staff relative to unusual medical conditions and the limitations of program guidelines; and resolve problems by mutual consensus.

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CLASS CONCEPTS

HEALTH CARE ELIGIBILITY SUPERVISOR

Under general direction of the program manager, the Health Care Eligibility Supervisor supervises and monitors program activities relative to eligibility determination, service authorization, ongoing case management, and payments to providers on a statewide basis; prepares required statistical reports; supervises the eligibility and clerical staff by assigning and reviewing work, conducting training, preparing work performance standards, monitoring and evaluating work performance and applying principals of progressive discipline; and performs the full range of duties described in the series concept.

This class is distinguished from the lower levels by the overall program monitoring responsibilities and supervisory duties that result in a greater variety and complexity of duties and higher level of decision making.

HEALTH CARE ELIGIBILITY SPECIALIST II

Under general supervision of the Health Care Eligibility Supervisor, positions allocated to this class perform the full range of duties described in the series concept. This is the journey level for the series.

HEALTH CARE ELIGIBILITY SPECIALIST I

Under the supervision of the Health Care Eligibility Supervisor, incumbents in this class receive training in the performance of the duties described in the series concept. This is the entry level to the series which provides for progression to the journey level upon satisfactory completion of the required probationary period and with the recommendation of the appointing authority.

MINIMUM QUALIFICATIONS

HEALTH CARE ELIGIBILITY SUPERVISOR

EDUCATION AND EXPERIENCE:

I

Graduation from high school or the equivalent and one year of journey level experience applying the eligibility requirements for the children's special health care needs program, coordinating services and authorizing treatment equivalent to a Health Care Eligibility Specialist II in Nevada State service;
OR

II

An equivalent combination of education and experience in which the applicant has demonstrated possession of the entry level knowledge, skills and abilities.

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MINIMUM QUALIFICATIONS (cont.)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or are needed to perform the work assigned.)

Working knowledge of supervisory principles and practices.

Ability to effectively manage, monitor and report program activities on a statewide basis. Ability to train and supervise subordinate staff.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Ability to organize staff, material and information in a systematic way and delegate responsibility to optimize efficiency and minimize duplication of effort.

In addition, all knowledge, skills and abilities required at the lower level of the series.

HEALTH CARE ELIGIBILITY SPECIALIST II

EDUCATION AND EXPERIENCE:

I

Graduation from high school or the equivalent and one year of experience applying the eligibility requirements for the children's special health care needs program, coordinating services and authorizing treatment equivalent to a Health Care Eligibility Specialist I in Nevada State service; OR

II

Graduation from high school or the equivalent and one year of journey level experience reviewing referrals and conducting interviews with applicants for the Children's Special Health Care Services Program and making initial eligibility determinations equivalent to a Health Care Eligibility Assistant II in Nevada State service; OR

III

An equivalent combination of education and experience in which the applicant has demonstrated possession of the entry level knowledge, skills and abilities.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or needed to perform the work assigned.)

Working knowledge of federal and State rules, regulations and guidelines applicable to the Children's Special Health Care Needs program. General knowledge of the financial guidelines applicable to federal, State and local public welfare assistance programs. General knowledge of medical costs in the State.

Ability to provide interpretation of program policies and procedures to the public.

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MINIMUM QUALIFICATIONS (cont.)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

General knowledge of the eligibility requirements for the Children's Special Health Care Needs program. General knowledge of medical terminology sufficient to read and understand medical reports.

Ability to plan, organize and prioritize casework activities associated individual client programs. Ability to establish and maintain cooperative working relationships with clients, co-workers and other community representatives.

In addition, all knowledge, skills and abilities required at the lower level.

HEALTH CARE ELIGIBILITY SPECIALIST I

EDUCATION AND EXPERIENCE:

I

Graduation from high school or the equivalent and one year of advanced journey level experience in an administrative support role which included interpreting and applying rules, regulations, policies and procedures to work methods; composing routine correspondence; and compiling data and preparing reports equivalent to a Management Assistant II or Program Assistant II in Nevada State service; OR

II

An equivalent combination of education and experience in which the applicant has demonstrated possession of the entry level knowledge, skills and abilities.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or needed to perform the work assigned.)

General knowledge of the rules, regulations and guidelines affecting the Children's Special Health Care Services program. General knowledge of federal, State and local community resources serving the needs of program applicants.

Ability to effectively interact with persons from varying social, economic and cultural backgrounds. Ability to compare data to program standards and determine whether elements of eligibility are met.

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MINIMUM QUALIFICATIONS (cont.)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

General knowledge of standard office practices and procedures.

Ability to add, subtract, multiply and divide whole numbers and fractions. Ability to establish and maintain accurate records. Ability to compose simple grammatically correct correspondence and prepare form letters. Ability to collect data and prepare reports. Ability to read and understand program manuals and policy directives. Ability to work as part of a team. Ability to apply regulations and guidelines to recurring situations.

Skill in interpreting and applying rules, regulations, policies and procedures to work methods.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>12.381</u>	<u>12.383</u>	<u>12.385</u>
ESTABLISHED:	7/18/80	7//18/80	1/29/82
REVISED:	1/29/82	1/29/82	5/7/82-3
REVISED:	5/7/82-3	5/7/82-3	12/19/85-12
REVISED:	12/19/85-12	12/19/85-12	
REVISED:	7/1/93P	7/1/93P	7/1/93P
REVISED:	11/6/92PC	11/6/92PC	11/6/92PC